

REPORTS INVENTORY

CONTROL NO.

SRB 951 B

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

951 B INS TRIAL BAL PUNCH

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form,
computer print-out, etc)

CP-O

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

1-01

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OCS OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	COST PER REPORT	X TIMES PREPARED	COST PER YEAR
GS-06-3	4.21	143	.60	12	7.20

B. COSTS OF COMPUTER PRODUCED REPORTS

			650.00	12	7800.00
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TOTAL COSTS PER YEAR

\$ 7807.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

15. PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

2 NOV

STAT

FORM 112

Classification